

## DETAILED INSPECTION CHECKLIST

FA SC STMT	TEXT
967	<p>SINGLE MARINE PROGRAM (SMP) Functional Area Manager: SMP Point of Contact: Mr. Michael A. Brown (DSN) 278-6342 (COML) 703-784-6342 E-mail: <a href="mailto:brownma@usmc-mccs.org">brownma@usmc-mccs.org</a> Date Last Revised: 29 May 2015</p>
967 01	UNIT-SPECIFIC ITEMS
967 01 001	<p>Does the Commander appoint representatives to the installation SMP Council in writing? Reference MCO 1700.36A, par 4b(9)(a)</p>
967 01 002	<p>Is the Commander providing time for the unit representatives to meet, solicit ideas, and raise awareness for presentation at the installation SMP? Reference MCO 1700.36A, par 4b(9)(c)</p>
967 01 003	<p>Did the Commander ensure that unit representatives attend the scheduled installation SMP meetings? Reference MCO 1700.36A, par 4b(9)(g) and encl 7, par 4a</p>
967 01 004	<p>Is the Commander receiving briefings from the SMP unit representatives on issues/initiatives currently being addressed and planned events and activities? Reference MCO 1700.36A, encl 7, par 4d</p>
967 01 005	<p>Does the Commander include SMP in unit orientation programs/welcome aboard briefs and periodically in unit PME? Reference MCO 1700.36A, par 4b(9)(d) &amp; (f)</p>
967 01 006	<p>Does the Commander ensure that the unit Senior Enlisted Advisor (SEA) regularly attend installation SMP council meetings, committee meetings, and SMP activities? Reference MCO 1700.36A, encl 6, par 4c</p>

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- 967 02            INSTALLATION-SPECIFIC ITEMS
- 967 02 001       Are non-appropriated funds (NAF) being used, expended and/or posted to the NAF cost center 5710?  
Reference  
MCO 1700.36A, par 4a(2)(d)1-3
- 967 02 002       Are Appropriated Funds (APF) reported to the Cost Account Code SLCO, to include promotional activities, and miscellaneous expenses that supports the program?  
Reference  
MCO 1700.36A, par 4a(2)(d)4a
- 967 02 003       Is the SMP funded predominately using APF?  
Reference  
MCO 1700.36A, par 4b(2)(d)4b
- 967 02 004       Has a SMP council(s) been established with the appropriate number of representatives based on the installation's population? (The minimum requirements: SMP Coordinator, executive council president, vice president, recorder, treasure if applicable and SMP representatives from the installations population) Is there documented proof to verify each person's appointment?  
Reference  
MCO 1700.36A, par 4b(7)(a) and encl 3, pg 2-3
- 967 02 005       Has the installation Sergeant Major or Senior Enlisted Advisor been appointed and are they actively involved with the SMP council meetings?  
Reference  
MCO 1700.36A, par 4b(7)(b) and encl 6, par 4c
- 967 02 006       Are the installation managers of Quality of Life (QOL) programs (Chaplain, Bachelor Housing Managers, and managers from all MCCS programs) actively engaged through meeting attendance or partnership programming with the SMP?  
Reference  
MCO 1700.36A, par 4b(7)(c)
- 967 02 007       Is the SMP part of the command welcome aboard briefs, to include information and resources on SMP activities/events, council meetings, and how to get involved in the program?  
Reference  
MCO 1700.36A, par 4b(7)(d)

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- 967 02 008      Is a dedicated space (“Home of the SMP”) for the SMP meetings and activities provided?  
Reference  
MCO 1700.36A, par 4b(7)(e)
- 967 02 009      Are SMP Volunteers recognized during the National Volunteer Appreciation Week at the installation?  
Reference  
MCO 1700.36A, par 4b(7)(f)
- 967 02 010      Are all SMP positions staffed by MCCS with the appropriate number of staff based on installation target population served as recommended in Enclosure (1)?  
Reference  
MCO 1700.36A, par 4b(8)(a) and encl 1, pg 1-1
- 967 02 011      Are the SMP participation and usage data reports, Enclosure (2), submitted through appropriate chain of command to DC M&RA (MF) (Semper Fit Branch (MRS))?  
Reference  
MCO 1700.36A, par 4b(8)(e)
- 967 02 012      Has the SMP staff completed the required training to fulfill their job duties and responsibilities?  
Reference  
MCO 1700.36A, encl 1, pg 1-1
- 967 02 013      Has the SMP Coordinator conducted an annual assessment of the single Marines’ needs and interests?  
Reference  
MCO 1700.36A, encl 1, pg 1-2
- 967 02 014      Has the SMP Coordinator established written annual program goals and objectives, based on the results of the annual needs assessment and the MCCS organizational mission and strategic plan?  
Reference  
MCO 1700.36A, encl 1, pg 1-2
- 967 02 015      Has the SMP Coordinator developed a written annual program plan that is customer-driven and addresses QOL, recreation and community involvement?  
Reference  
MCO 1700.36A, encl 1, pg 1-2

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- 967 02 016      Are SMP meeting minutes recorded to include documentation of the attendance of all council members?  
Reference  
MCO 1700.36A, encl 3, par 3d, and encl 8
- 967 02 017      Are the SMP Executive Council members (President, Vice President, Recorder and Treasurer if applicable) elected annually by the SMP Council?  
Reference  
MCO 1700.36A, encl 4, par 3a
- 967 02 018      Does the position description of the SMP Coordinator clearly reflect the duties and responsibilities as defined in Enclosure (5)?  
Reference  
MCO 1700.36A, encl 5
- 967 02 019      Does the SMP Coordinator ensure standardized training is conducted on a regular basis, with primary focus on the SMP Executive Council recognizing turnover and transition periods? (Provide date of last training.)  
Reference  
MCO 1700.36A, encl 5, par 6d
- 967 02 020      Is the chain of command informed and included when QOL issues are identified through the SMP Council prior to submitting them to CMC (MR/MRS)?  
Reference  
MCO 1700.36A, encl 5, par 7a
- 967 02 021      Are SMP Coordinators directly involved with pre-deployment, deployment, and return and reunion coordination of activities, support, and events?  
Reference  
MCO 1700.36A, encl 5, par 8e